

USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet
Opening an MJ Case
E-Filing an Application
and
Sending an E-Mail to the Assigned Duty Magistrate Judge

Created: March 1, 2017
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Documents
Pursuant to General order 19-01, all criminal duty matters are required to be filed electronically in CM/ECF except: <ul style="list-style-type: none"> • Complaints and other charging documents; • Affidavits re: Out-of-District Arrest Warrants filed under F.R.Cr.P. 5(c)(3); • Documents filed concurrently with such charging documents or affidavits; • All Central Violations Bureau (“CVB”) matters; and • Any criminal duty matter handled by a district judge.

Opening an MJ Case											
CM/ECF Category	Criminal Events → AUSA - Criminal Duty Matters → Open a Criminal Case .										
Selecting the Divisional Office and Case Type	<p>Office: Select the division where the filing AUSA is located.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>AUSA Filer</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Office</u></th> </tr> </thead> <tbody> <tr> <td>• AUSA located in the Western Division USAO</td> <td>= Western Division - Los Angeles</td> </tr> <tr> <td>• AUSA located in the Eastern Division USAO</td> <td>= Eastern Division - Riverside</td> </tr> <tr> <td>• AUSA located in the Southern Division USAO</td> <td>= Southern Division - Santa Ana</td> </tr> </tbody> </table> <p>Case type: Defaults to “mj” to indicate that you are opening a magistrate judge case. Date filed: Defaults to the current date and cannot be modified. County: Make the same selection as the one selected for Office (for Santa Ana, select Orange). Other court name and Other court number: Leave blank.</p>	<u>AUSA Filer</u>	<u>Office</u>	• AUSA located in the Western Division USAO	= Western Division - Los Angeles	• AUSA located in the Eastern Division USAO	= Eastern Division - Riverside	• AUSA located in the Southern Division USAO	= Southern Division - Santa Ana		
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Adding Parties	<p><u>Party Name</u></p> <p>USA: Will automatically be added as the plaintiff on the docket.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Generic Party Name for the Defendant</th> <th style="text-align: left; padding: 5px;">Type of Applications</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">▪ Warrant*</td> <td style="padding: 5px;">Application for a Search Warrant</td> </tr> <tr> <td style="padding: 5px;">▪ Warrant*</td> <td style="padding: 5px;">Application for a Seizure Warrant</td> </tr> <tr> <td style="padding: 5px;">▪ Subpoena*</td> <td style="padding: 5px;">Application for Non-Disclosure of Subpoena</td> </tr> <tr> <td style="padding: 5px;">▪ Criminal Duty Matter*</td> <td style="padding: 5px;">Application for any other type of criminal duty matter</td> </tr> </tbody> </table> <p style="color: red; font-weight: bold; margin: 0;">*DO NOT USE ALL CAPS</p> <p><u>Party Information Screen</u> <i>(Do Not make any changes on this screen)</i></p> <p>Role: Defaults to “Defendant (dft:pty).” Defendant no: Defaults to “1.” Pro se: Defaults to “No.” Start date: Defaults to the current date. Corporation: Defaults to “no.” Notice: Defaults to “yes.”</p>	Generic Party Name for the Defendant	Type of Applications	▪ Warrant*	Application for a Search Warrant	▪ Warrant*	Application for a Seizure Warrant	▪ Subpoena*	Application for Non-Disclosure of Subpoena	▪ Criminal Duty Matter*	Application for any other type of criminal duty matter
Generic Party Name for the Defendant	Type of Applications										
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Creating the Case	<p>Once the party's name has been added, click "Create Case."</p> <p>After creating the case, make a note of the case number provided by CM. This new case number must be entered on all documents filed with the Court in this case. You will need to add the case type ("MJ") and the office code (for the division you selected from the "Office" drop-down menu) to the case number. Office codes are as follows: 2 for the Western Division - Los Angeles; 5 for the Eastern Division - Riverside; 8 for the Southern Division - Santa Ana. For example, the full case number for 19-1 is "2:19-MJ-00001."</p> <table border="1" data-bbox="370 283 1312 436"> <thead> <tr> <th>Code</th> <th></th> <th>Office</th> <th>Full Case Number Example</th> </tr> </thead> <tbody> <tr> <td>• 2</td> <td>=</td> <td>Western Division - Los Angeles</td> <td>2:19-MJ-00001</td> </tr> <tr> <td>• 5</td> <td>=</td> <td>Eastern Division - Riverside</td> <td>5:19-MJ-00001</td> </tr> <tr> <td>• 8</td> <td>=</td> <td>Southern Division - Santa Ana</td> <td>8:19-MJ-00001</td> </tr> </tbody> </table> <p>You must now file and docket your Application to complete the opening of your new case. You will have at least 24 hours in which to file your Application, but if you do not do so, the case will be administratively closed.</p>	Code		Office	Full Case Number Example	• 2	=	Western Division - Los Angeles	2:19-MJ-00001	• 5	=	Eastern Division - Riverside	5:19-MJ-00001	• 8	=	Southern Division - Santa Ana	8:19-MJ-00001
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Docketing the Application	
CM/ECF Category	Criminal Events → AUSA - Criminal Duty Matters → Magistrate Case Initiating Documents
Available Events	<ul style="list-style-type: none"> • Application for Non-Disclosure of Subpoena • Application for Other Criminal Duty Matter • Application for Warrant
Selecting Filer	Click to select USA [pla] in the "Select the Party" box.
Associating the Filing Attorney with the Filing Party	MAKE SURE THAT THE CHECK BOX ON THE BOTTOM LEFT-HAND SIDE OF THE PAGE IS CHECKED. If the filing attorney wants to be identified as lead counsel on the docket, click the "Lead" check box to the right. The "Notice" check box on the right should be pre-populated with a checkmark – DO NOT UNCHECK THIS BOX.
Uploading PDF Documents	<p>Main Document: Upload your Application.</p> <p>Attachments 1: Upload your Proposed Order/Warrant and select the appropriate description ("Proposed Order" or "Proposed Warrant") from the drop-down menu in the "Category" field.</p> <p>Attachments 2: If applicable, upload your Delayed-Notice Search Warrant Report (Form AO-95). Select the "Delayed-Notice S/W Report (AO-95)" description from the drop-down menu in the "Category" field.</p>
For OTHER CRIMINAL DUTY MATTER Only	Specify the relief (e.g., for an Order Authorizing the Installation and Use of a Pen Register and/or trap and trace device, to Amend the Grand Jury Partial Report, for Appointment of Counsel, etc.) sought in the Application (REQUIRED): <input type="text"/> <input type="button" value="NEXT"/> <input type="button" value="Clear"/>
For WARRANT Only	Select the type of warrant being requested: <ul style="list-style-type: none"> <input type="radio"/> Search Warrant <input type="radio"/> Seizure Warrant <input type="radio"/> Administrative Inspection Warrant <input type="radio"/> Warrant for Tracking Device <input type="radio"/> Other <input type="button" value="NEXT"/> <input type="button" value="Clear"/>
System-Delivered Docket Text	If applicable, enter a description in the blank text field.

If Applicable, Docket the Application for Leave to File Under Seal

CM/ECF Category	Criminal Events → AUSA - Criminal Duty Matters → AUSA CR Duty - Motion Filings
Event	Seal AUSA CR Duty Document
Selecting Filer	Click to select USA [pla] in the “Select the Party” box.
Uploading PDF Documents	<p>Main Document: Upload your Application for Leave to File Under Seal.</p> <p>Attachments 1: Upload your Proposed Order and select the “Proposed Order” description from the drop-down menu in the “Category” field.</p>
System-Delivered Docket Text	If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field.
<p>Note: If an Application for Leave to File Under Seal is not filed concurrently with the documents it seeks to seal, the filer must send an email to the chambers email address of the magistrate judge on duty at the time of filing the Application for Leave to File Under Seal. If the filer fails to email notice to the duty judge promptly after filing the Application for Leave to File Under Seal, the request may not be considered.</p>	

Duty Magistrate Judge E-Mail Notification

Notice E-mail from Criminal Intake	After successfully opening the case and docketing your Application, you must wait to receive notice from the Criminal Intake that the case has been processed and sealed access has been granted to the AUSA who filed the Application.
Sending an E-mail to the Duty Magistrate Judge	<p>After receiving this email from the Criminal Intake, <i>immediately</i> send an email to the chambers-specific criminal duty email address for the appropriate Duty Magistrate Judge (see Appendix B to General Order 19-01 for a list of email addresses).</p> <p>The notice email must include the following information (it is not necessary to provide copies of any documents in the notice email unless the applicable duty magistrate judge’s Procedures and Schedules stated otherwise):</p> <ul style="list-style-type: none"> • notice that an Application has been filed, • the case number, • contact information for the responsible agent (if applicable), and • the AUSA who filed the Application. <p>Note: <i>If multiple related Applications are filed concurrently (such as when a single Affidavit covers multiple search locations), the notice email should include a list of all such Applications and their associated case numbers.</i></p> <p>The subject line of the email must include the generic name, case number, title and date filed, as follows: USA v. Warrant - 2:19-mj-00001 - Application for Warrant filed on 1/2/2019.</p>

<p>Identifying Appropriate Duty Magistrate Judge</p>	<ul style="list-style-type: none"> • New Applications e-filed between 8:00 a.m. and 4:00 p.m. on regular Court days <p>The notice email must be sent to the magistrate judge on criminal document duty that day.</p> • New Applications e-filed after 4:00 p.m. that <u>do not require emergency attention</u> <p>The notice email must be sent to the magistrate judge on criminal document duty the next regular Court day.</p> • New Applications e-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention <p>The filer must provide immediate notice to the Duty Magistrate Judge, without waiting for the Clerk’s Office to provide access to the sealed case. However, a notice email is not sufficient. In addition to the notice email, which should be directed to the magistrate judge on after-hours duty at the time the Application is e-filed, the filer must also follow the current procedures for all after-hours filings and contact the United States Marshals Service.</p> • Applications that <u>have already been denied</u> by a previous duty judge and that are being re-filed with amendments or corrections <p>The notice email must be sent to the judge who denied the original Application even if a different judge is on duty the day the amended Application is filed, unless the amended Application requires emergency attention outside regular court hours.</p> • <u>Previously denied</u> Applications re-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention <p>The notice email should be sent to the magistrate judge on after-hours duty at the time the Application is re-filed, regardless of which judge denied the original Application.</p>
<p>For Any Application that Requires a Showing of Probable Cause</p>	<p>In general, the filer of any request that requires a showing of probable cause should anticipate that the duty judge will want the agent seeking to obtain the warrant or order to bring the original and one copy of the Application and any other e-filed documents directly to the appropriate duty magistrate judge in person, in accordance with current practice. However, after notifying the duty magistrate judge that the Application is ready for review, the filer should wait to receive direction from the duty judge’s staff regarding any necessary appearance.</p> <p>It is very important that filers must check the appropriate duty judge’s Procedures and Schedules online as many magistrate judges have posted additional information regarding the handling of electronically filed criminal duty matters.</p>